

MEMORANDUM FOR THE RECORD

SUBJECT: Briefing on Space Planning--6 September 1966

25X1 1. Present were Messrs. [] from the Office
25X1 of Logistics, and Bannerman and [] of DD/S.

2. The purpose of the meeting was to "dry run" the briefing []
is to give Colonel White and Mr. Helms on the fourth building at Rosslyn
and our long-range plans for new construction at Langley.

25X1 3. [] displayed several charts that will be used in briefing Mr.
Helms and described the proposals that have been developed from the infor-
mation contained on the charts. He noted that GSA has accepted our request
for the fourth building at Rosslyn but has asked for a complete survey of
headquarters space which we've promised to give them by 15 September.

25X1 4. Mr. Bannerman said that the briefing for Colonel White and Mr.
Helms should cover very clearly the alternative courses of action open to
us and provide definite recommendations as to what we should do. With
respect to the fourth building, he asked how we had arrived at the total
number of square feet in the new building to be occupied by elements now at
headquarters. Specifically, are we simply trying to fill the fourth building,
or are there a definite number of square feet that we have identified as
being needed at headquarters. [] replied that the latter point was
correct. The 93,000 square feet to be vacated at headquarters is needed
to provide immediate relief here, particularly for DD/P, and to provide a
reasonable contingency for planned growth. Mr. Bannerman also asked
how far our planning had gone with respect to the units to be shifted from
25X1 headquarters to Rosslyn. [] said that no effort has yet been made
25X1 to pin these down and no component has been consulted on such a move
25X1 although the briefing material which [] presented contained a number
of proposals as to which units might be affected.

25X1 5. In urging that we seek approval now for the construction of a "tech-
nological" building, [] said that it would take at least four years to
get such a building after the Director gives his approval to proceed. Mr.
Bannerman asked how this time would be phased and whether Congressional
action is required. He was told that as a first step at least six months of
in-house planning would be needed before going to Congress for funds. Then
about 18 months would be required for Congressional action, other Govern-
mental approvals (such as the National Capital Planning Commission, etc.),

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and A & E work before actual construction could start. The latter would take the final two years of the period. As for Congressional action, this is required for any new construction. It might be possible to think in terms of an "extension to the headquarters building" to avoid the need for such approval, but this would not seem too inviting a prospect.

6. Mr. Bannerman then gave the following guidance with respect to the briefing for Colonel White and Mr. Helms:

a. The presentation on the fourth building at Rosslyn should indicate who we think should move from headquarters to Rosslyn and who should get the space vacated at headquarters. Until Mr. Helms has approved in principle the changes proposed, they should not be coordinated with the components concerned.

b. Stronger justification should be developed for the "technological" or "special purpose" building. The specific reasons for going this route ought to be stated clearly. Figures should be given comparing the cost of the special purpose building with the costs required to house the "technological" units in commercial space. The impact of such a building on the Langley road net should be dealt with. And attention should be given to the sequence of steps involved in the construction of the building.

c. A master plan for Langley, including a new office building to accommodate the units now in Rosslyn, should be presented; but it should be made clear that this is a long-range plan and no action on such a building is proposed at this time.



Assistant Executive Officer to the
Deputy Director for Support

2 Atts:

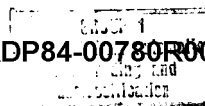
Att 1: Draft memo to DD/S fr D/L, subj:
"Space Planning--Recommendations"

Att 2: Draft--"Occupancy of Fourth Building"

Distribution:

Orig & 1 - WFV "Space" file

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Space Planning--Recommendations

1. This memorandum is for information only.

2. At the conclusion of our discussion on long range space planning in the Ames Building on 13 August you asked for a statement of recommendations on the subject. Attached are our recommendations providing for construction at the earliest possible time of a single special purpose building on a site at Langley which would be within the framework of an overall plan for the area.

3. We are available for an early discussion of these recommendations and, if you approve, a briefing of the Executive Director-Comptroller on the subject.

UNSIGNED

George E. Meloon
Director of Logistics

Att:

Distribution:

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RECOMMENDATIONS

1. Establish the Building Planning Group and direct all necessary planning and action on a priority basis for the construction of a special purpose (technical) building of approximately 340,000 square feet at Langley. If desirable, a maximum cost figure--on the order of \$14,000,000--may be established for the proposed new building which can be completed in about 4 years from the date the additional planning and action is directed.

2. Direct further space planning and require that the site plans for the technical building be developed within the framework of an overall "Master Plan" for Langley providing for additional buildings, roadways, parking areas and other facilities that may be required to collocate all departmental facilities at Langley at some future date. While space planning would continue, decision on construction at Langley in addition to the technical building, would be deferred until a more propitious time.

3. Direct a priority study by all the major users of special purpose space which may require alteration or possible relocation within the next decade to determine the economics and feasibility of:

a. Construction of new special purpose space suited to future needs with completion in about 1970, or,

b. Alterations and/or expansion of existing special purpose space in present locations.

4. On the basis of the studies directed in 3 above, select for housing in the technical building such of the following activities that may be most economically and properly relocated to meet future requirements:

a. The Computer Center and related offices of OCS.

b. The Signal Center and its related functions.

c. Telephone frame room and related space.

d. Technical Services Division.

e. Office of Training

f. Minor elements of other offices required for support of the new building or which further study may indicate as desirable for transfer to the special purpose building.

NOTE: On completion of the technical building departmental space may be released at Globe Road, 16th Street, [REDACTED] South, Central, East and Arlington Towers. Thus, departmental activities would be concentrated at Langley and Rosslyn except for NPIC which is the subject of a separate study.

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OCCUPANCY OF FOURTH BUILDING

A. REQUIREMENT:

To identify offices or units to occupy about 110,000 square feet in the fourth building in Rosslyn.

B. CONSIDERATION IS GIVEN TO THE FOLLOWING FACTORS:

1. Relief of crowded conditions in Headquarters building; where feasible units to be moved to Rosslyn will vacate space adjacent to crowded units remaining in Langley, thus easing strains of relocation.

2. The impact on the required degree of organizational integrity of Directorates and offices.

3. Program affinities. Insofar as possible units having close program affinities and working or support relationships should be collocated.

4. Existence and need for special purpose space which is unique to our needs and expensive to construct or alter.

5. Plans for possible construction at Langley of additional building(s); the proposal for early construction of a single special purpose building to house identified functions and units.

6. Requirement for some expansion of the units selected for move from Langley to Rosslyn. The Rosslyn space, being possibly less efficient than the Langley space, may require additional footage for the same activity. Vacation of about 90-95,000 square feet in Langley may fill the fourth building.

C. OVERALL CONSIDERATIONS:

1. Considerations of organizational integrity and program affiliation indicate collocation of the following offices and functions:

2. Offices of the DCI and of each Deputy Director.

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b. The production offices of DDI and DDS&T.

c. The Clandestine Services, less TSD.

Obviously, collocation of other Agency elements with the above offices is also desirable to the extent feasible.

2. Each of the DDS offices is presently split in location between Langley and other locations. OBI, OCR and a small part of ORR are likewise split in location. TSD and ORR, as complete offices, are separated from the parent Directorate. Giving consideration to the above factors it appears that the following offices, or elements thereof, are proper candidates for relocation from Langley to Rosslyn:

- a. Office of Communications
- b. Office of Personnel
- c. Office of Security
- d. Office of Training
- e. OSA/DDS&T
- f. OSP/DDS&T
- g. OFL/DDS&T
- h. OCA/DDI

D. CONSIDERATIONS OF INDIVIDUAL CANDIDATES:

1. Office of Communications: The Signal Center and related activities including the Special Programs Staff should remain in place pending construction of a special purpose building. Likewise, it may prove desirable to leave certain other relatively small units at Langley. These can best be determined by Director of Communications. The office space at Langley now occupied by Commo would be highly useful to relieve crowded conditions in the Clandestine Services (RI, CA and CI) and to meet urgent needs of OCS on the ground floor. Commo occupies about 44,000 square feet at Langley, of which some 27,000 square feet might be relocated in Rosslyn.

2. Office of Personnel: This office is now split in several locations but retains about 25,000 square feet at Langley of which 6,000 square feet is on the first floor (Credit Union and related activities). There are no controlling special purpose space considerations. It has working and support relationships with all the Directorates although each Career Service controls its own personnel to a considerable degree. Its Langley space would be very useful for relief of crowded conditions in FE Division and/or for expansion of DDS&T offices.

3. **Office of Security:** This office occupies about 52,000 square feet at Langley but about 10,000 square feet on the first floor is concerned with building support, reception and personnel processing. The Office of Security has close working relationships with other Agency elements including the DCP's office and the DDP operating divisions so that it is certainly desirable that certain elements of Office of Security remain in Headquarters building. These could be further identified by discussions with the Director of Security. Any proposal to further split space assignment for this office is complicated by the fact that all elements utilize the central security files (7700 square feet and crowded) on the ground floor. There is no special problem in providing a secure room for security files in the fourth building. The space now occupied by Office of Security would be very useful for expansion of adjacent offices remaining in the Headquarters building.

4. **Office of Training:** OTR holds two large classrooms, a language lab and one office at Langley. The classrooms were especially constructed with a projector booth, but could be converted to office space if necessary to meet demands at Langley. The classrooms and language lab are heavily used by Langley personnel for whom it would be inconvenient to travel to Rosslyn or Glebe Road. OTR has indicated a desire to move out of Arlington Towers into the fourth building with an expansion of about 6,000 square feet to meet increased language training needs. Such a move would be unnecessarily disruptive and expensive, but the requirement for additional space could be met in the fourth building.

5. **The DDS&T offices:** OSA, OSP and OEL are concerned mainly with collection and analysis of special kinds of intelligence utilizing advanced and sophisticated methods. Each in varying degrees has program affinities and working relationships especially with the production offices of both DDS&T and DBL. OEL has a close working relationship with H/D. Together, these offices occupy about 52,000 square feet at Langley and each has indicated a need for considerable expansion in the next few years. While the amount of special purpose space is not large in any case, some of it is complicated and would be very expensive to duplicate in Rosslyn. OSA and OEL have working relationships with the Department of Defense and other Governmental agencies. While some of the activities of these offices could be accomplished outside the Langley area, it is difficult to identify these in detail without some specific discussion of the subject with the concerned activities. To the extent that it becomes necessary to relocate units of DDS&T, it would appear desirable to take into account the views of that Directorate.

The space now occupied by these offices would be useful--but less than ideal--for expansion of adjacent activities.

25X1 6. **OCR/DDH:** This office holds about 130,000 square feet at Langley of which 12,000 square feet is in the Library and 18,000 is used by its machine division. Eliminating this 30,000 square feet of mainly special purpose space leaves some 80,000 square feet for relocation consideration. This consists of the Collection Guidance Staff, the Documents Division and the Special, Biographic and Graphic Registers, the latter in process of being organized under CHIVE into five area divisions. The CGS supports the collection offices but must work closely with each of the production offices and with ONE. Each of the other units support the production offices of DDJ and DD< and the operational divisions of DDP, all of which are proposed to remain at Langley. Separation from its customers would make the work of OCR less efficient. (The main elements of Foreign Documents Division are already at Roslyn where it supports the work When the three Registers are organized under CHIVE into area divisions considerable special purpose space will be required. The extensive space held by OCR on the north side of the ground and first floors could be used for expansion of other units, but it is less desirable since it is not adjacent to other expanding activities. OCR space on the second floor is somewhat more desirable for expansion of other units.

K. RECOMMENDATIONS:

1. **Office of Communications:** Move to fourth building except the Signal Center and related activities and the Special Program Staff. Further discussions with the Director of Communications may develop other activities requiring relatively little space that should remain at Langley. Space to be vacated at Langley--about 27,000 sq.ft.

2. **Office of Personnel:** Move to the fourth building except for Credit Union and related employee services. Further discussions with the Director of Personnel may develop other relatively small units that should remain at Langley. Space to be vacated at Langley--about 20,000 sq.ft.

3. **Office of Security:** Move to the fourth building except for activities on the first floor of Headquarters building and such other relatively small units as may develop from discussions with the Director of Security. Space to be vacated at Langley--up to 40,000 sq.ft.

4. Office of Training: Retain present space at Langley but allow 6,000 square feet in the fourth building for expansion of language training.

6,000 sq. ft.

Totals

93,000 sq. ft.

5. DDS&T offices: Hold discussions with appropriate representatives of DDS&T to determine feasibility of location of additional DDS&T units in the Rosslyn area. If the Support Offices (1 - 4 above) do not fully occupy the building, require DDS&T to designate units for transfer from Langley to Rosslyn to complete occupancy of available space.

6. OCA/DDH: No change in present location is proposed.